

Portland Community College
Southeast Center Chemical Hygiene Committee
Meeting Minutes

02/20/2013 MT Scott 105

10:00a.m. to 11:30 a.m.

Invitees: Elaine Hunter, Chris Ells, Jim Hart, Angela Meyer, Steve Ballew, Brit Anderson, Susanne Christopher, Alexie McNerthney (absent)

New Business

- 1) Purpose of the Chemical Hygiene Committee-OSHA requires that a Chemical Hygiene Officer (CHO) or committee to implement the chemical hygiene plan (CHP), ensure its effectiveness, and review annually.
 - a) Assist with Chemical Hygiene Plan revisions-Safety & Risk is requesting input on revisions by the end of the spring term with target date of having the new revision in place by Fall term. Brit asked about when HAZWOPR training will be offered. Chris said the training will be offered in late summer or early fall. Susanne had mentioned that at least two instructors had asked for more information spills and when it is necessary to get public safety involved or initiate an evacuation. Safety & Risk needs to develop this guidance.
 - b) Participate in self-audits or peer-audits of labs. Discussed that the CHP plan currently says the chemical storage checklist should be done once a year, but Elaine wants to change it in the plan that a staff member of the department needs to. Peer audits would like once a year. Not as much opportunity for that at SE center because there isn't multiple labs. Susanne mentioned if photography could be part of the committee. That department isn't covered by the OSHA chemical hygiene standard, but department representatives can come to the meeting. The committee discussed orientating new instructors to location of lab items. Elaine will send a draft checklist of items to cover in lab orientation to Steve.
 - c) Participate in new chemical approval process to ensure appropriate PPE, safety equipment, storage, and disposal of new chemicals-committee agreed that Elaine will review the chemicals and explain what measures need to be in place for safety and compliance. This process is usually done

by email. The committee discussed keeping a file of the email approval in the department.

- 2) Safety & Risk Services Chemical Hygiene Committee Page-meeting minutes and agendas will be posted.
- 3) PCC Intranet Home Page-Discussed Dolphin MSDS database access from the redesigned home page
- 4) Oregon OSHA Required Training-Elaine asked for feedback on the training. A comment was made that information repeats each year. A suggestion was made that to ask Lexi McNerthney for feedback also. Chris talked about the new employee orientation that is available the first Monday of the month at Sylvania. New instructors should be orientated on the items in the lab such as where are fire extinguishers
- 5) Follow-up on Southeast Center meeting from 01/08/13
 - a) Waste pickup-biohazard, hazardous waste asked which container the plastic or cardboard to put the specimens in. Elaine will call Stericycle to confirm.
 - b) Update of MSDS inventory-brit is almost done with the MSDS. They will be bringing in more chemicals. The prep for chem 101 will start to be done at SE center instead of Cascade and just bring the finished product. I explained that we can finish the NFPA diamond once we see all of the chemicals. We talked about the need for an acid base cabinet. Elaine will research cabinets. They are looking at getting more sturdy shelving in the room. I requested shelving with a lip. Brit will ask at PSU about shelving providers.. Talked about keeping paper copies of MSDS versus cd back-up. Susanne wants to do both and will review what works better. I explained that its best to update dolphin then print the MSDS book off of dolphin so you don't have version problems.
 - c) We discussed the amount of blood exposure in the labs because Safety & Risk is considering revisions to bloodborne pathogens standard. In two course students prick themselves with a lancet themselves for blood type and then put the slide in a bucket of bleach water. No exposure to instructor unless a problem or the students don't clean up there slide. Instructors don't assist students.
- 6) Questions-Discussed if food and drink prohibition in room 126 should be in effect even when room is not used for labs. We decided not to discuss that issue. The Committee committed to doing an audit with appendix 4 by next meeting. A decision on the new shelving should have been made by that time.

